

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
October 8, 2012**

A regular meeting of the Williamsport Mayor and Council was held on October 8, 2012, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II
Asst. Mayor Tony Drury
Councilwoman Joan Knode
Councilman Jim Kalbfleisch
Councilman Bill Green
Councilwoman Maya Haines
Councilman Tim Fraker
Town Attorney Ed Kuczynski

Town Clerk Donnie Stotelmyer

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Councilwoman Joan Knode to accept the minutes of the regular meeting minutes held on September 10, 2012, seconded by Councilman Tim Fraker with all voting in favor motion carried.

Financial Report

Town Clerk Donnie Stotelmyer gave the financial report. A motion was made by Councilman Tim Fraker to accept the financial report as presented, seconded by Asst. Mayor Tony Drury with all voting in favor motion carried.

Town Clerk Donnie Stotelmyer presented Budget Amendment 2012-01. A motion was made by Councilman Tim Fraker to accept the budget amendment 2012-01 as presented seconded by Asst Mayor Tony Drury with all voting in favor motion carried.

**FY 2012
General Fund
Budget Amendment 2012-01**

Overview: To increase general fund revenues and related expenditures for grant activity in fiscal year 2012, not previously included in the original budget.

Detailed Summary:

Grant Revenue/Other Income	
State Aid Overlay	\$94,000
Public Works Capital Outlay	\$94,000

- To record grant award from Maryland State Highway Administration for streets overlayed Frederick, Church and Vermont Streets

Guests

Mayor James McCleaf introduced Ms Carin Trecannelli and Pastor Bill McPherson representing the American Foundation for Suicide Prevention. Pastor McPherson explained that they would like to have permission from the Mayor and Council to host a walk to raise funds to bring awareness to Washington County. The tentative date for the walk is June 2013. Pastor McPherson explained how the family wants to work to help with the community. Ms. Trecannelli advised 50 percent of the funds raised would stay in Washington County and 50 percent would go to the state organization.

Councilman Tim Fraker made a motion to permit American Foundation for Suicide Prevention to host a walk in the Town of Williamsport during June 2013 Councilwoman Maya Haines seconded with all voting in favor, motion carried.

Correspondence

Mayor James McCleaf read a thank you letter from Rocky Knoll Seventh Day Adventist School for making available Pavilion #2 for their school to eat lunch. They also appreciated the use of the playground.

Mayor James McCleaf read a thank you letter from Humane Society of Washington County Inc. The Human Society wanted to thank the Mayor and Council for co-hosting the 1st annual Pooch Plunge at L. Beard Miller Pool. The event benefited the shelter with a donation exceeding \$350.

Mayor James McCleaf read an invitation from the Alsastia Mummers Parade to participate in the 87th annual presentation on Saturday, October 27, 2012 with a start time of 6:00 pm

Reports:

Board of Elections Supervisor

No report

Board of Zoning and Appeals

No report

History and Museum Board

Jerry Knode of the History and Museum Board reported the WWII weekend is scheduled for October 12, 13, 14 2012. Abbott and Costello will be present as well as Jump Alley to provide music for Saturday nights dance.

Planning Commission

Permits Reviewed and Disposition Made:

2012-17	38 E. Potomac Street	Commercial Structure	Approved \$300.00
2012-23	22 N. Conococheague St	Commercial Retail	Recommended for Appeal
2012-28	21 N. Conococheague St.	Commercial Retail	Rejected - Appeals Review
2012-35	101 S. Artizan Street	Fence	Approved \$50.00
2012-38	301 E. Potomac Street	Auto Inspection Station	Approved \$50.00
2012-39	14 N. Artizan Street	Off- Street Parking pad	Approved No Fee

Permits Being Reviewed:

2012-14	31 W. Salisbury St.	Replace Porch	Pending
2012-32	2 N. Conococheague St.	Rev of Park and Ride I81	Pending Review
2012-36	15801 Lockwood Road	Commercial Zoning (Text Amend Required)	Referred to M & C

Old Business:

Jan., 2011	Buffer Ordinance	No hard copy on file	Request Target Date
June, 2011	Demolition Ordinance	No hard copy on file	Request Target Date
July, 2012	Zoning Ordinances To Web Page	Certification of Ordinance Book	Request Target Date
June, 2012	Abandonment Structure Ordinance	1 st Draft available for review	Oct./ Nov.

New Business:

Sept, 2012 WC Dept of Planning and Zoning Sustainable Growth and Preservation Continuing

Legal Council

Town Attorney Ed Kucyznski reported that a public hearing would need to be scheduled to hear testimony in reference to a proposed amendment and/or change to the zoning map and/or ordinance for the Town of Williamsport Maryland. An application has been made by Spirit Services Inc. of Washington County for a map amendment. The request is to change the zoning designation of all that property designed as parcel 621 and commonly known as 15801 Lockwood Road Williamsport Maryland. The present zoning is suburban residential (SR). The

requested change is for same to be designated as employment center (EC). The public hearing is scheduled for Monday, November 5, 2012 at 6:30 pm.

Sheriff's Report

Mayor James McCleaf gave the September 2012 Sheriff's report.

Council report

Councilman Tim Fraker gave pool report

- 1.) Humane Society of Washington County held the 1st annual pooch plunge at L. Beard Miller Pool. The event drew over 50 dogs and helped raise over \$350.00 for the shelter.
- 2.) The pool has been drained and all equipment has been stored.
- 3.) ARE has removed main and baby pool motors.
- 4.) Pool is closed

Councilman James Kalbfleisch had no report.

Councilwoman Joan Knode reported on the fall MML Conference held at the Clarion Hotel in Hagerstown. She also helped set up a booth for Williamsport at the event. She's been giving tours of the Springfield Farm Barn. She recently attended Canal Towns meeting, small museum meetings and assisted with decorated Town Hall with flower and assisted in planting flowers in the downtown flower pots. She also stated that Town employee Barb Baker had raised concerns about cars in the Pavilion 3 parking lot in Byron Memorial Park in the early am. Councilwoman Joan Knode suggested that cameras be installed at the Pavilion 3 parking lot to monitor.

Asst. Mayor Tony Drury reported that the pump station project is moving forward and near completion.

Councilman Bill Green reported Pro Pot Hole Company will be here Wednesday, October 10, 2012 repairing the holes in street.

Councilwoman Maya Haines reported the Harvest Hoe Down was well attended.

Mayor's Report

Mayor James McCleaf advised Michelle Mills and Eva Webb of Draper McGinley Auditing Firm Frederick Maryland who were present at monthly workshop meeting to present the single audit requirements for the Town of Williamsport's federal funding received for the pump station project. Ms. Mills informed the Mayor and Council that there were no deficiencies or recommendations.

Unfinished Business

Mayor James McCleaf explained to the Council Town Attorney Ed Kucyznski is currently working with Julie Pippel on a watershed implementation resolution. Once Town Attorney Ed Kucyznski completes the resolution for the watershed implementation plan it will be presented at an upcoming regular scheduled Council meeting.

Mayor James McCleaf informed the Council that the financial audit report will need to be accepted as presented for Fiscal year 2012. Councilman Tim Fraker made a motion to accept the Town of Williamsport Financial Audit Report for Fiscal year 2012 as presented seconded by Asst Mayor Tony Drury with all voting in favor motion carried.

Town Clerk Donnie Stotemyer reviewed with the Mayor and Council the Utility Fee Schedule for the Town of Williamsport and local municipals for water and sewer connection fees. Town Clerk Donnie Stotemyer informed the Council that the current rates that are being charged are extremely low compared to other municipalities. The Town of Williamsport Planning and Zoning Commission have made the following recommendations for review and approval.

During the course review, it was found that Williamsport fee of \$1000.00 does not reflect present costs. Thus, we have made contact with some of the surrounding Municipalities, and a table of fee(s) is listed below.

Utility Connection Fee(s):

<u>Boonsboro</u>	<u>Clear Spring</u>	<u>Funkstown</u>	<u>Hagerstown</u>	<u>Average</u>
Water	\$6,500.00	\$3,300.00`	\$3,000.00	\$3,265.00 <u>\$5,537.50</u>
Sewer	\$11,000.00	\$3,300.00	\$3,000.00	\$4,850.00 <u>\$4,325.00</u>

Councilman Tim Fraker made a motion to adopt the amended connection fees for water and sewer for the Town of Williamsport as an emergency ordinance as presented seconded by Asst Mayor Tony Drury with all voting in favor motion carried.

Town Attorney Ed Kucynzski held discussion on Town's nuisance ordinance. He reviewed a "property nuisance abatement" ordinance from Elkton Maryland as a guide. The ordinance targets the property owners and holds them responsible for the activities of the people who rent from them. He stated that the problem may not rise to the level of arrest but would have to pressure the property owners. A decision would need to be made as to whether or not zoning would want to make it a civil injunction or misdemeanor.

Mayor James McCleaf explained that the Town will need to advertise the bid for snow removal and mowing for the Town of Williamsport for fiscal year 2013. Made a motion to bid for snow removal and mowing for fiscal year 2013 seconded by with all voting in favor motion carried.

Mayor James McCleaf explained that if the Council wants to bid the Town of Williamsport Visitors Center Project for engineering services, the Council will need to approve it. Discussion was held and the Council asked Town Clerk Donnie Stotemyer to go to Washington County and get a list of engineers they currently are utilizing and bring back to the next scheduled Council meeting.

New Business

Mayor James McCleaf explained that the Humane Society of Washington County requests permission to utilize the boat ramp and soccer field at River Bottom Park for their annual Polar Bear Plunge on New Year's Day 2013. Councilwoman Maya Haines made a motion to allow Humane Society of Washington County to utilize the boat ramp and soccer field at River Bottom Park for their annual Polar Bear Plunge on New Year's Day 2013 seconded by Councilman Tim Fraker with all voting in favor motion carried

Mayor James McCleaf explained that the Council will need to approve the renewal of the Town of Williamsport's CD account with M & T Bank. Councilman Jim Kalbfleisch made a motion to renew the Town of Williamsport's CD account with M & T Bank seconded by Councilwoman Joan Knode with all voting in favor motion carried.

Mayor James McCleaf informed the Council that he would like to change Town Clerk Donnie Stotemyer's position to Town Manager. Town Attorney informed the Council that this would need a Town charter amendment change. Mayor McCleaf informed Town Attorney Kucynzski that he would work with him to make these necessary changes and to present this to the Council at an upcoming scheduled Council meeting.

The Mayor and Council moved into Executive Session.

Citizen Participation

Town resident Ken Lafferty raised concerns about the speed limit signs along West Potomac Street on Route 11 - confusion over signs. Mayor McCleaf stated that he would have Town Clerk Donnie Stotemyer follow up with Maryland State Highway Administration to review these concerns.

Reverend Tom Perry, town resident 116 South Conococheague Street, representing the C & O Canal Association presented a check to the Mayor and Council in the amount of \$500 towards the restoration of Double Day Hill Project.

A motion was made by Asst Mayor Tony Drury made a motion to adjourn, seconded by Councilman Bill Green with all voting in favor motion carried.

Respectfully submitted,

James G. McCleaf II
Mayor
Town of Williamsport